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DD/A 81-1703

12 AUG 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education  
MG Career Management Officer

*Training 3-8*

FROM: William N. Hart  
Acting Deputy Director for Administration

SUBJECT: Senior Officer Development Program  
Implementation, FY 1982

REFERENCES: A. Memorandum to Multiple Addressees  
from DDCI, dtd 7 August 1981;  
Same Subject  
  
B. Memorandum to Multiple Addressees  
from DDA, dtd 4 August 1980;  
Subject: SODP Implementation FY 1981  
  
C. Senior Officer Development Plan,  
dtd 6 May 1980

1. As outlined in Reference A, the Deputy Director of Central Intelligence has approved the continuation of the Senior Officer Development Plan for FY 1982 in modified form. The FY 1982 SODP eliminates the requirement to include officers at the GS-13 and GS-14 levels in the succession planning lists. A second change discontinues the listing of positions available for developmental assignments. Although emphasis on formal reporting has been reduced, the SODP will continue to be viewed as an important planning and management tool to assist you in carrying out your assigned mission. It is important that the SODP be a dynamic and meaningful process rather than an annual exercise. Accordingly, updates to the SODP throughout FY 1982 will be made following the annual evaluation exercise for each appropriate grade level.

2. In accordance with the guidelines contained in Reference A, the following information should be forwarded to the DDA/CMO (EYES ONLY), 7C-18, Headquarters by the dates indicated:

UNCLASSIFIED UPON REMOVAL  
OF ATTACHMENTS

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A. Succession Planning List (Attachment A)

This list should be prepared by grade for every SIS-1 through 3 position. Possible replacement candidates will be limited to SIS and GS-15 personnel. Please forward this listing no later than 16 September 1981.

B. Senior Officer Development Roster (Attachment B)

This is a roster for FY 1982 of individuals in grades GS-15 and SIS-1 through 3 identified for further development through training and assignment. This listing should be forwarded by 1 October 1981.

C. Roster of GS-13 and GS-14 Officers (Attachment C)

Although no longer considered as part of the SODP, a roster of GS-13 and GS-14 officers considered to have potential for GS-15 and/or SIS assignment will be prepared. As noted in Attachment C, only an alphabetical listing by grade will be required. It is emphasized that further development of these officers through training and assignments should be an active and continuing process within your Subgroup. This roster should be forwarded by 1 October 1981.

D. List of Candidates (GS-15 and Above) Available for Developmental/Rotational Assignment (Attachment D)

This list should include GS-15 and above officers who are available for developmental assignment outside of your Subgroup. A concentrated effort will be made to ensure that appropriate developmental assignments are effected for these officers. This list of officers should be submitted by 1 October 1981.

3. After your initial reports have been submitted as requested in paragraph 2 above, I emphasize the importance of forwarding to the DDA/CMO updated reports within 30 days following the annual evaluation exercise for each appropriate grade level.

/s/ William N. Hart

William N. Hart  
Acting Deputy Director  
for  
Administration

Attachments:  
As Stated  
Copies of Refs A and B

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